5 March 1979

Classification Review Procedure

CRP 79-14

PROCEDURE FOR VOIDING AN INCORRECT STAMP

- 1. Occasionally it becomes necessary to restamp a document, either because the wrong stamp was used originally or because a decision has been made that changes the original action. To avoid confusion, ambiguity, and possible legal problems, there will be no corrections made once a stamp is placed on a document and filled in.
- 2. If an error has been made in stamping the document (Example 1) or a change in the classification action is necessary (Example 2), the following procedure will prevail:
- a. The word "VOID" will be printed in large letters across the face of the original stamp, as shown below.
- b. The date the change was made and the employee number of the reviewer making the change will be indicated on the new stamp.

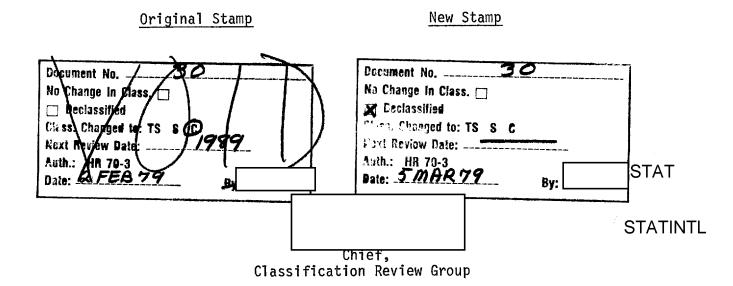
Example 1: A reviewer has stamped and numbered all the documents in a folder, but on reading them discovers that one document must be referred to another agency because it contains material furnished by that agency.

Original Stamp Decument No. Ho Change in Class. Class. Changed to: 78 s d Next Raviw Date: Date: By: New Stamp DOC NO 29 CIA HAS DETERMINED THAT THIS DOCUMENT MAY BE DECLASSIFIED SUBJECT TO REVIEW BY STATE AUTH: REVIEWER DATE 5 MAR 79

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Example 2: A change of classification action is necessary because the original classification action was later determined to be in error.



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